

## Record Retention Charts

**December 2024**

### All Commercial Operators

Documentation	Per 1 CCR 301-26	Retention Duration
Job Description	4.1	Duration of employment
Criminal Background Check	4.10	Duration of employment
Copy of driver's license with proper class and endorsements	5.01(a)	Current
Valid Medical Examination Report (DOT)	5.01(a)	Current
Motor Vehicle Record	5.01(c)	Current plus 5 years
Guide Certificate of Receipt and Understanding	5.01(d)	Duration of employment
Annual 6 hours of In-service Training	5.01(e)	Current plus 5 years
Annual CDE written test	5.01(f)	Current plus 5 years
Driving Performance Test	5.01(g)	Initial, Current plus 5 years
Pre-Trip Test	5.01(g)	Initial, Current plus 5 years
Pre-Service Training <u>prior to 2/7/2022</u>	5.01(h)	Duration of employment
Student Confidentiality	5.01(h)	Duration of employment
Mandatory Reporting	5.01(h)	Duration of employment
Mountain and Adverse Weather	5.01(h)	Duration of employment
First Aid, CPR, and Universal Precautions Training	5.01(i)	Current
Proper Use of Restraints on Students	5.01(j)	Duration of employment
Proper Use and Maintenance of Child Restraint Systems (If applicable)	5.01(j)	Duration of employment
Proper Wheelchair Securement (If applicable)	5.01(j)	Duration of employment
ELDT Training ( <u>if applicable</u> )	5.01(k)	Duration of employment

## Record Retention Charts

**December 2024**

### Small Capacity ROUTE Operators

Documentation	Per 1 CCR 301-26	Retention Duration
Job Description	4.1	Duration of employment
Criminal Background Check	4.10	Duration of employment
Copy of driver's license	5.02(a)	Current
CDE School Transportation Medical Form STU-17	5.02(c)	Current
Motor Vehicle Record	5.02(d)	Current plus 5 years
Guide Certificate of Receipt and Understanding	5.02(e)	Duration of employment
Annual 6 hours of In-service Training	5.02(f)	Current plus 5 years
Annual CDE written test	5.02(g)	Current plus 5 years
Driving Performance Test	5.02(h)	Initial, Current plus 5 years
Pre-Trip Test	5.02(h)	Initial, Current plus 5 years
Pre-Service Training	5.02(i)	Duration of employment
Student Confidentiality	5.02(i)	Duration of employment
Mandatory Reporting	5.02(i)	Duration of employment
Mountain and Adverse Weather	5.02(i)	Duration of employment
First Aid, CPR, and Universal Precautions Training	5.02(j)	Current
Proper Use of Restraints on Students	5.02(k)	Duration of employment
Proper Use and Maintenance of Child Restraint Systems (If applicable)	5.02(k)	Duration of employment
Proper Wheelchair Securement (If applicable)	5.02(k)	Duration of employment

## Record Retention Charts

**December 2024**

### Small Capacity ACTIVITY Operators

Documentation	Per 1 CCR 301-26	Retention Duration
Job Description	4.1	Duration of employment
Criminal Background Check	4.10	Duration of employment
Copy of driver's license	5.03(a)	Current
Motor Vehicle Record	5.03(c)	Current plus 5 years
Guide Certificate of Receipt and Understanding	5.03(d)	Duration of employment
Annual CDE written test	5.03(e)	Current plus 5 years
CDE School Transportation Medical Form STU-17	5.03(f)	Current
Pre-Service Training or Certificate of Receipt from CDE Online Class	5.03(g)	Duration of employment
Student Confidentiality	5.03(g)	Duration of employment
Mandatory Reporting	5.03(g)	Duration of employment
Mountain and Adverse Weather	5.03(g)	Duration of employment
First Aid, CPR, and Universal Precautions Information	5.03(h)	Duration of employment
Initial Driving Performance Test	5.03(i)	Duration of employment
Initial Pre-Trip Test	5.03(i)	Duration of employment
Training or verifiable experience towing a trailer (if applicable)	5.03(j)	Duration of employment
Proper Use of Restraints on Students	5.03(k)	Duration of employment
Proper Use and Maintenance of Child Restraint Systems (If applicable)	5.03(k)	Duration of employment
Proper Wheelchair Securement (If applicable)	5.03(k)	Duration of employment

## Record Retention Charts

**December 2024**

### Paraprofessionals

Documentation	Per 1 CCR 301-26	Retention Duration
Job Description	4.1	Duration of employment
Criminal Background Check	4.10	Duration of employment
Valid photo identification card	5.04(a)	Current
Pre-Service Training	5.04(b)	Duration of employment
Mandatory Reporting	5.04(b)	Duration of employment
Confidentiality	5.04(b)	Duration of employment
Guide Certificate of Receipt and Understanding	5.04(c)	Duration of employment
CDE School Transportation Medical Form STU-17	5.04(d)	Current
First Aid, CPR, and Universal Precautions Training	5.04(e)	Current

## Record Retention Charts

**December 2024**

### Special Needs Driver/Para

Documentation	Per 1 CCR 301-26	Retention Duration
Confidentiality	5.06(a)	Duration of employment
Pre-Service Training	5.06(b)	Duration of employment
Disabling Conditions Training	5.06(b)	Duration of employment
Utilization of required equipment training	5.06(b)	Duration of employment
Techniques for behavior modification and de-escalation training	5.06(b)	Duration of employment
Training on legal requirements (IDEA, FAPE, FERPA)	5.06(b)	Duration of employment
Emergency Evacuations for Special Needs	5.06(c)	Current plus 5 years
Training on the Operation of the power lift	5.06(d)	Duration of employment
Training on the placement and securement on the power lift	5.06(d)	Duration of employment
Wheelchair securement training	5.06(e)	Duration of employment
Proper use of the WTORS system	5.06(e)	Duration of employment
Proper use of all CSRS	5.06(e)	Duration of employment
Proper maintenance and storage of all devices	5.06(e)	Duration of employment

## Record Retention Charts

**December 2024**

### Annual Inspector

Documentation	Per 1 CCR 301-26	Retention Duration
Job Description	4.1	Duration of employment
Criminal Background Check	4.10	Duration of employment
Copy of driver's license with proper class and endorsements	8.02(a)	Current
Brake Inspector Qualifications	8.02(b)	Duration of employment
Initial 2 years of verifiable experience	8.02(c)	Duration of employment
Initial Hands-On Score Sheet	8.02(d)	Duration of employment
Initial and Recertification CDE Written Test	8.02(e)	Duration of employment
Electric Vehicle Training (if applicable)	8.02(f)	Duration of employment
Annual Inspector Certificate	8.3	Current plus 5 years
Annual Inspector Re-Certification Written Test (if applicable)		Duration of employment

### Annual Inspector Hands-On Tester

Documentation	Per 1 CCR 301-26	Retention Duration
Annual Inspector Certificate	9.02(a)	Proof of at least 2 years
CDE Hands-On Tester Training	9.02(b)	Permanent
Brake Inspector Training	9.02(c)	Permanent
Hands-On Tester Certificate	9.02(d)	Permanent

## Record Retention Charts

**December 2024**

### Vehicle Maintenance

Documentation	Per 1 CCR 301-26	Retention Duration
Vehicle Defect/Corrective Actions	13.2	Vehicle Life
Preventative Maintenance Forms	13.2	Vehicle Life
Annual Inspection Forms	13.3	Vehicle Life
Pre-trip and Post-trip Documentation	10.1 and 13.2	12 months

### Entry-Level Driver Instructors

Documentation	Per 1 CCR 301-26	Retention Duration
Copy of driver's license with proper class and endorsements	6.2	Current
Proof of 2 years experience operating a school bus with a Class B (or higher), School Bus and Passenger Endorsement	6.2	Duration of employment
Theory Instruction CDE Certificate	6.2 and 6.02(a)	Duration of employment
Behind the Wheel CDE Certificate	6.4 and 6.04(a)	Duration of employment
CDE ELDT Instructor Recertification Form	6.7	Duration of employment

## **Record Retention Charts**

**December 2024**

**Title 49 —Transportation**

**Subtitle B —Other Regulations Relating to Transportation**

**Chapter III —Federal Motor Carrier Safety Administration, Department of Transportation**

**Subchapter B —Federal Motor Carrier Safety Regulations**

**Part 382 —Controlled Substances and Alcohol Use and Testing**

### **Subpart D —Handling of Test Results, Records Retention, and Confidentiality**

Authority: 49 U.S.C. 31133, 31136, 31301 et seq., 31502; sec. 32934 of Pub. L. 112–141, 126 Stat. 405, 830; and 49 CFR 1.87.

Source: 66 FR 43103, Aug. 17, 2001, unless otherwise noted.

#### **§ 382.401 Retention of records.**

(a) General requirement. Each employer shall maintain records of its alcohol misuse and controlled substances use prevention programs as provided in this section. The records shall be maintained in a secure location with controlled access.

(b) Period of retention. Each employer shall maintain the records in accordance with the following schedule:

(1) Five years. The following records shall be maintained for a minimum of five years:

(i) Records of driver alcohol test results indicating an alcohol concentration of 0.02 or greater,

(ii) Records of driver-verified positive controlled substances test results,

(iii) Documentation of refusals to take required alcohol and/or controlled substances tests,

(iv) Driver evaluation and referrals,

(v) Calibration documentation,



## Record Retention Charts

### December 2024

(vi) Records related to the administration of the alcohol and controlled substances testing program, including records of all driver violations, and

(vii) A copy of each annual calendar year summary required by § 382.403.

(2) Two years. Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices) shall be maintained for a minimum of 2 years.

(3) One year. Records of negative and canceled controlled substances test results (as defined in part 40 of this title) and alcohol test results with a concentration of less than 0.02 shall be maintained for a minimum of one year.

(4) Indefinite period. Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers shall be maintained by the employer while the individual performs the functions which require the training and for two years after ceasing to perform those functions.

(c) Types of records. The following specific types of records shall be maintained. “Documents generated” are documents that may have to be prepared under a requirement of this part. If the record is required to be prepared, it must be maintained.

(1) Records related to the collection process:

(i) Collection logbooks, if used; (ii) Documents relating to the random selection process;

(ii) Documents relating to the random selection process;

(iii) Calibration documentation for evidential breath testing devices;

(iv) Documentation of breath alcohol technician training;

(v) Documents generated in connection with decisions to administer reasonable suspicion alcohol or controlled substances tests;

(vi) Documents generated in connection with decisions on post-accident tests;

(vii) Documents verifying existence of a medical explanation of the inability of a driver to provide adequate breath or to provide a urine specimen for testing; and

## Record Retention Charts

### December 2024

- (viii) A copy of each annual calendar year summary as required by § 382.403.
- (2) Records related to a driver's test results:
  - (i) The employer's copy of the alcohol test form, including the results of the test;
  - (ii) The employer's copy of the controlled substances test chain of custody and control form;
  - (iii) Documents sent by the MRO to the employer, including those required by part 40, subpart G, of this title;
  - (iv) Documents related to the refusal of any driver to submit to an alcohol or controlled substances test required by this part;
  - (v) Documents presented by a driver to dispute the result of an alcohol or controlled substances test administered under this part; and
  - (vi) Documents generated in connection with verifications of prior employers' alcohol or controlled substances test results that the employer:
    - (A) Must obtain in connection with the exception contained in § 382.301, and
    - (B) Must obtain as required by § 382.413.
- (3) Records related to other violations of this part.
- (4) Records related to evaluations:
  - (i) Records pertaining to a determination by a substance abuse professional concerning a driver's need for assistance; and
  - (ii) Records concerning a driver's compliance with recommendations of the substance abuse professional.
- (5) Records related to education and training:
  - (i) Materials on alcohol misuse and controlled substance use awareness, including a copy of the employer's policy on alcohol misuse and controlled substance use;

## **Record Retention Charts**

### **December 2024**

(ii) Documentation of compliance with the requirements of § 382.601, including the driver's signed receipt of education materials;

(iii) Documentation of training provided to supervisors for the purpose of qualifying the supervisors to make a determination concerning the need for alcohol and/or controlled substances testing based on reasonable suspicion;

(iv) Documentation of training for breath alcohol technicians as required by § 40.213(g) of this title; and

(v) Certification that any training conducted under this part complies with the requirements for such training.

(6) Administrative records related to alcohol and controlled substances testing:

(i) Agreements with collection site facilities, laboratories, breath alcohol technicians, screening test technicians, medical review officers, consortia, and third party service providers;

(ii) Names and positions of officials and their role in the employer's alcohol and controlled substances testing program(s);

(iii) Semi-annual laboratory statistical summaries of urinalysis required by § 40.111(a) of this title; and

(iv) The employer's alcohol and controlled substances testing policy and procedures.

(d) Location of records. All records required by this part shall be maintained as required by § 390.29 of this subchapter and shall be made available for inspection at the employer's principal place of business within two business days after a request has been made by an authorized representative of the Federal Motor Carrier Safety Administration.